



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

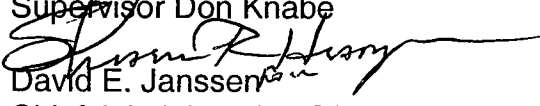
ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

February 3, 2006

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

From:   
David E. Janssen  
Chief Administrative Officer

**CONTINUITY OF COUNTY GOVERNMENT PLANS AND HURRICANE KATRINA  
INFORMATION DISSEMINATION**

On September 13, 2005, representatives from the Department of Public Social Services, the Department of Health Services, Call 2-1-1, and the Chief Administrative Office/Office of Emergency Management presented information to your Board regarding the County's Hurricane Katrina response efforts. During that presentation Supervisor Yaroslavsky requested information regarding the adequacy of County of Los Angeles continuity of government plans. In addition, Supervisor Antonovich asked whether Hurricane Katrina relief information and the resources available through Call 2-1-1 had been disseminated through the Disaster Management Area Coordinators to all 88 cities and town councils within Los Angeles County. Your Board instructed the Chief Administrative Office/Office of Emergency Management (OEM) to review current continuity of government plans with the Executive Office of the Board of Supervisors and report back to the Board. OEM was also instructed to report back on the County's efforts to inform the community regarding Hurricane Katrina relief information and resources.

**CONTINUITY OF GOVERNMENT**

Representatives from OEM met with representatives of the Executive Office of the Board of Supervisors to review plans for how the seat of County government would continue to function in the event a significant disaster disrupted the Board Chambers or the Kenneth Hahn Hall of Administration. The Executive Office has identified, within their continuity of government plans, five facilities to act as "alternate seats of government". Each of these facilities has auditoriums for Board meetings that can house between 250-600 people. Included in this plan is a list identifying 65 essential Board staff required to operate the alternate sites. There is also an equipment inventory of personal computers, fax machines, audio/video equipment, and printers required to conduct Board activities. The alternate seat

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of government procedures are detailed both in the Board Executive Office Department Emergency Plan and their Business Continuity Plan (BCP). Staff relocation, inventories, and alternate facility locations are required elements of the BCPs for all County departments. A report on the status of ongoing BCP efforts was sent to your Board on September 19, 2005. An updated BCP status report will be sent to you shortly.

## **DISSEMINATION OF KATRINA RELIEF INFORMATION**

The County's new "Call 2-1-1" telephone helpline was used as the information referral service for all Federal, state, local, and private Katrina relief activities. The CAO and its Office of Emergency Management (OEM) informed residents on the use of the County's "Call 2-1-1" for Hurricane Katrina relief effort referrals with the following agencies/organizations:

OEM distributed Call 2-1-1 information via the Disaster Management Area Coordinators (DMACs) for dissemination to all 88 cities' emergency services coordinators.

OEM distributed Call 2-1-1 information to all registered Emergency Management Information System (EMIS) users via the EMIS notification system.

OEM distributed Call 2-1-1 information via the County's automated notification system, "The Communicator", to all registered users representing cities, County departments, and key support agencies.

In addition to the Call 2-1-1 referral information, the Chief Administrative Office/Office of Public Affairs developed "Welcome Packets" containing information on available government and private agency relief programs for arriving evacuees. These welcome packets were distributed to all cities in the county, the Los Angeles County Office of Education, Emergency Network Los Angeles, and the American Red Cross.

A detailed report regarding this information dissemination, entitled "Hurricane Katrina Task Force Plan of Action for Public Services and Information Dissemination", was sent to your Board on September 23, 2005.

Please contact Constance Perett in the Office of Emergency Management at (323) 980-2261 or [cperett@lacoecoc.org](mailto:cperett@lacoecoc.org) if you have any other questions.

DEJ:CP  
JT:cm

c: County Counsel  
Emergency Management Council  
Emergency Management Council Steering Committee  
Emergency Management Council Subcommittee  
Each Board Emergency Preparedness Deputy